



OFFICE OF THE CLERK

UNITED STATES DISTRICT COURT  
FOR THE  
MIDDLE DISTRICT OF PENNSYLVANIA  
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ACTING CLERK OF COURT

## **IN FORMA PAUPERIS NOTICE:**

IF YOU ARE GRANTED IN FORMA PAUPERIS, THE U.S. MARSHAL'S OFFICE WILL BE SERVING YOUR SUMMONS AND COMPLAINT YOU ARE REQUIRED TO COMPLETE THE USM-285 FORM PRIOR TO SERVICE. WITHOUT THE COMPLETED FORM SERVICE CANNOT BE MADE.

**A COMPLETED USM-285 FORM MUST BE SUBMITTED FOR EACH DEFENDANT WHO WILL BE SERVED BY THE U.S. MARSHAL.**

IT IS VERY IMPORTANT TO ACCURATELY COMPLETE THE MARSHAL'S FORM. INSTRUCTIONS CAN BE FOUND ON THE MIDDLE DISTRICT OF PENNSYLVANIA U.S. DISTRICT COURT'S WEBSITE - (<http://www.pamd.uscourts.gov/sites/default/files/forms/usm-285instform.pdf>).

IF YOU DO NOT COMPLETE THE FORM, THE MARSHAL WILL NOT SERVE YOUR PAPERS. IF THE MARSHAL CANNOT READ THE FORM, THE MARSHAL WILL NOT BE ABLE TO SERVE YOUR PAPERS.

DO NOT RETURN THE FORM TO THE U.S. MARSHAL'S OFFICE. All USM-285 FORMS ARE TO BE **RETURNED TO THE CLERK'S OFFICE.**

*Any questions, please contact the Clerk's  
office: Scranton: 1-866-263-8479  
Harrisburg: 1-866-333-3261  
Williamsport: 1-866-736-3914*